

DEVELOPMENT ASSOCIATE

JOB SUMMARY

The Development Associate is responsible for supporting aspects of all development and communication activities. The Development Associate plays an important role by providing administrative support to the Executive Director and Director of Development and participating in all fundraising activities including donor relations, marketing and communications, direct mail appeals, and special events.

ORGANIZATION DESCRIPTION

American Friends of ALYN Hospital is a nonprofit which has supported ALYN Hospital in Israel since 1932. ALYN Hospital is a pediatric rehabilitation facility which helps children with diverse disabilities by providing tools that increase their independence and mobility. The organization focuses on increasing awareness of ALYN's life-changing work and raising funds to support it.

RESPONSIBILITIES

Donor Development

- Process donations and prepare acknowledgement letters and other correspondence
- Send appropriate documentation to process credits to donors
- Manage relationships on the database and communicate accordingly with various stakeholders (Board of Directors, Executive Director, and the Director of Development) for updates
- Maintain foundation, corporation and individual donor files (on the database and server)
- Conduct preliminary research on prospective corporate, foundation and individual donors
- Coordinate productions and mailing of quarterly and year-end direct-mail appeal letters

Communications

- Prepare media materials for distribution. (i.e. copying, filing, mailing, e-mailing)
- Assemble media and donor kits for events and meetings
- Respond to donor information requests

Social Media

- Develop and implement innovative ways to grow all social media channels, generate new followers and drive community engagement
- Content calendar ownership with day-to-day management of the social media strategy, creating, curating and publishing engaging content that is on-brand and tailored to each channel

General Office Responsibilities

- Collaborate with team members on special projects
- Provide occasional administrative support for the office, including, but not limited to, answering phones, ordering supplies, sending tribute cards and tax receipts, etc.
- Perform other duties as necessary

REQUIREMENTS

- Associate's or bachelor's degree
- Proficiency in Microsoft Suite
- CRM database management experience – Raiser's Edge preferred
- Excellent verbal and written communications skills
- Ability to present information concisely and effectively, both verbally and in writing
- Solid organizational, time-management and multi-tasking skills
- Close attention to details while adhering to deadlines
- Strong interpersonal skills

APPLICATION PROCESS

Applicants should send their resume and a thoughtful cover letter outlining their fit for the role as a single PDF document to friends@alynus.org. Please use "Development Associate – Your Name" as the subject line. Resumes without a cover letter will not be considered.